

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 12-32

January 26, 2012

To: All Regional Directors, Officers-in-Charge,  
and Resident Officers

From: Anne Purcell, Associate General Counsel

Subject: Electronic FOIA Request Files

We are pleased to announce that the FOIA Tracking System (FTS) has been modified to allow users to upload and store FOIA requests and response documents. Regions may use this feature in lieu of the paper FOIA case file. In addition, Regions will also be able to view documents Legal Research has used in other cases.

Instructions for adding documents to the FOIA case record and naming conventions are attached. We strongly encourage Regions to begin uploading their FOIA documents into the system. If the Region's response to a FOIA request is appealed, the Region will be required to upload the FOIA request and the Region's response into FTS. Uploading of all other materials is optional at this time. Regions that choose to upload all FOIA related documents into FTS may cease maintaining the paper FOIA file. As FOIA tracking becomes part of NxGen, the electronic files maintained in FTS will migrate into NxGen.

We appreciate your assistance. If you have any questions, please contact your AGC or Deputy, or DAGC Elizabeth Kilpatrick.

/s/  
A.P.

Attachment

cc: NLRBU